

DOCUMENTATION NEEDED PRIOR TO CONTRACT EXECUTION

All of the following items are required to be submitted prior to contract execution: (Please submit information in a tabbed binder. If an item is not applicable to your project, please indicate N/A under the appropriate tab.)

1. Copy of IRS 501 C-3 letter, if owner will be a non-profit
2. Articles of Incorporation – if new entity
3. What is the legal name of the project?
4. Tax ID number. This is required before any money can be released, or a contract written.
5. Are you using CHDO funds? If so, clearly indicate what role your CHDO will have in the completed project.
6. If you are an existing entity, a statement from the State that you are in good standing.
7. If you are a new entity applying for Olene Walker Housing Loan Funds, the state requires that a vendor number be obtained. Our office will facilitate getting this number, but it can take up to 2 weeks to obtain this number. Please complete and submit the attached Exhibit D form.

Vendor Request Form

Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: (_____)_____

Classification: Individual
 Sole Proprietorship
 Partnership
 Incorporated
 Non-resident Alien
 Trust
 Foreign
 State Government
 Other Government
 Other: _____

Tax ID: _____

Contact Name: _____

Contact Phone Number: (_____)_____